

# Downloading

Downloading is a function that allows the user to download (copy) reports or data to different text formats. One format allows for a spreadsheet file (e.g., Excel, Lotus,...etc) and the second format downloads to a word processing text file (e.g., Word, WordPerfect,...etc.).

**Requirements:** User must be accessing MIRS via a personal computer (PC). The PC needs to be running Attachmate EXTRA! Personal Client Version 6.3 or above.

**Setting up download profiles:** (Initial Setup - One-time only procedure)

Prior to using this new function, you will need to set up a generic profile for downloading so that your PC is able to convert SCO system files.

1. Logon to MIRS.
2. Click on **Tools** on the EXTRA! Personal Client menu bar. (Figure 1.1)
3. Click on **Transfer File** (Figure 1.1) and the Transfer File dialog box (Figure 1.2) will appear.

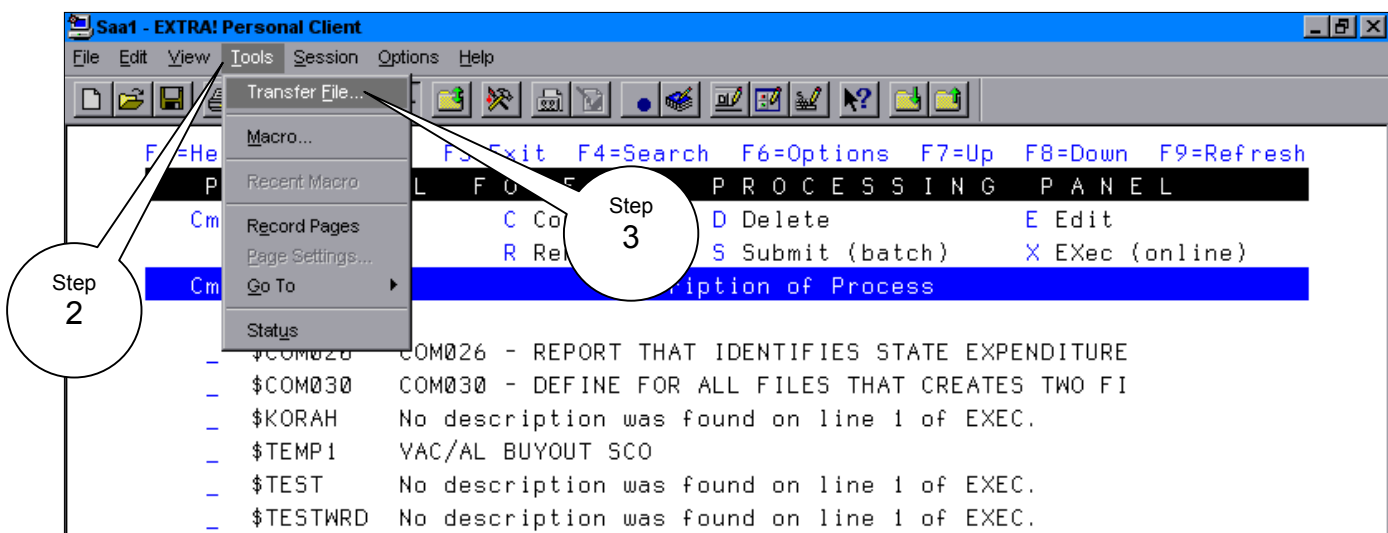


Figure 1.1

4. Type a path and filename in the PC Filename field (lower left-hand corner) to where you would like your file transferred on your PC. The recommended filename to use is **c:\temp\download.txt**. (Figure 1.2)
5. Click on **<-Receive**. (Figure 1.2)
6. Type '**userid.download.data**' (use your userid in place of *userid*) in the Host Filename field include the single quotes. (Figure 1.2)
7. Click on the pull-down menu in the Host Type field and select **TSO**. (Figure 1.2)
8. Click the pull-down menu in the Scheme field and select **Text Default**. (Figure 1.2)
9. Click on the **Add to list** button. (Figure 1.2)
10. Click on the **Save As** button (upper-right corner). (Figure 1.2)

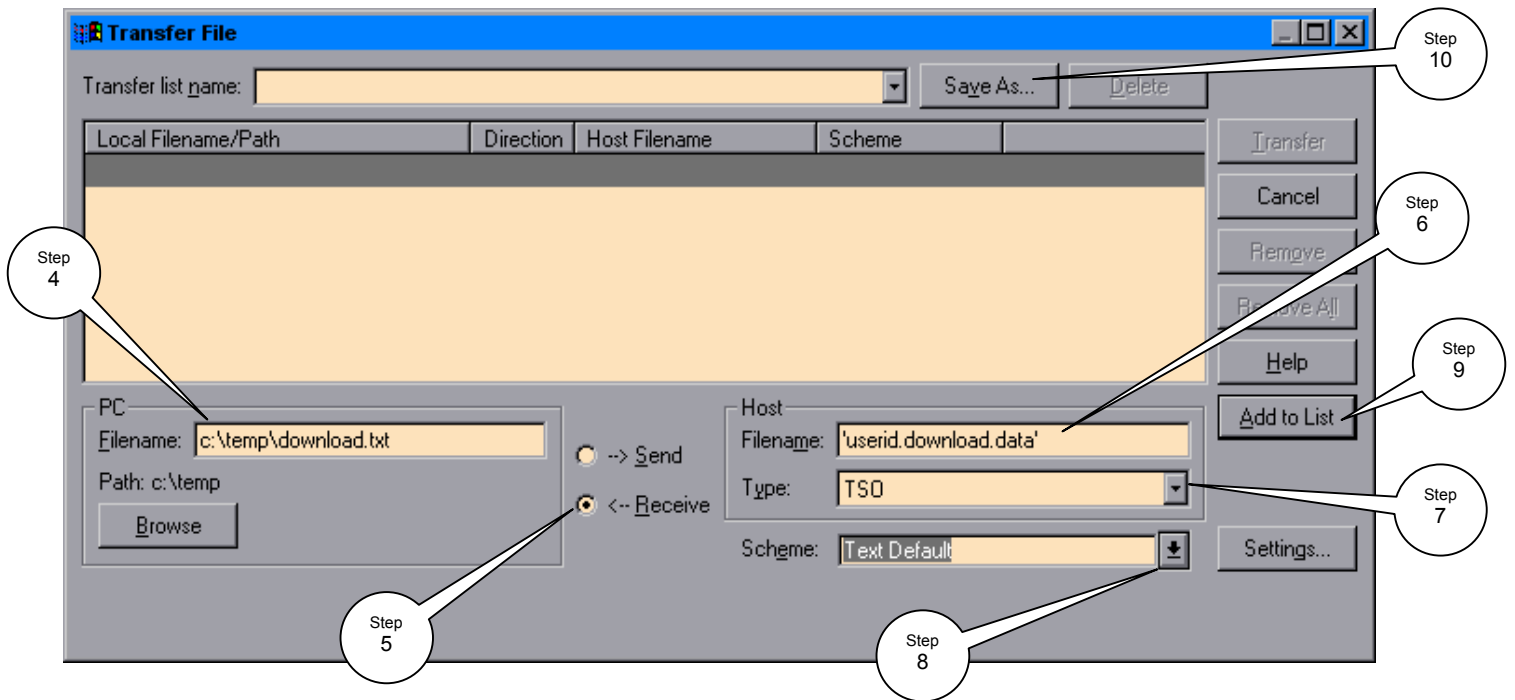


Figure 1.2

11. Type in **Download Text File** and click **OK** in the 'Save As..' dialog box when prompted to '**Please enter a filename for this transfer list:**'. (Figure 1.3)

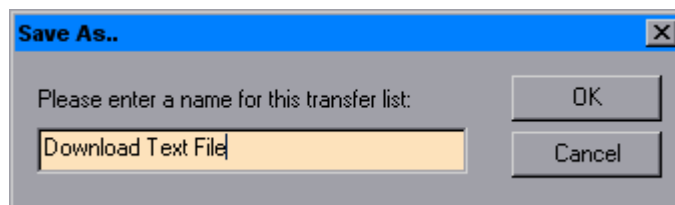


Figure 1.3

12. Click **Cancel** to return to your library.

You have just completed creating a profile for downloading text files. Now you need to create a second profile for downloading spreadsheet files. Repeat all the instructions for creating a word processing text file profile. Replace steps 4 and 11 with the following:

4. Type a path and filename in the PC Filename field (lower left-hand corner) to where you would like your file transferred on your PC. The recommended filename to use is **c:\temp\download.wks**.
11. Type in **Download Spreadsheet File** and click **OK** in the 'Save As..' dialog box when prompted to '**Please enter a filename for this transfer list:**'.

## **WORD PROCESSING DOWNLOAD FILES**

### **RULES**

- Report must include the following syntax: `-INCLUDE DOWNWORD`
- Headings/Footings are not needed.
- Page-breaks are suppressed.
- Page numbering is suppressed.

**To prepare your report to be downloaded, the required syntax should be placed before your END command:**

**Syntax:**

```
TABLE FILE CEMPL  
BY ETHNIC_NAME  
BY CLTTL  
WHERE (STATCD IS-NOT 'PERM SEP')  
      AND (APPT IS-NOT 'Q' OR 'T')  
WHERE RECORDLIMIT IS 25  
-INCLUDE DOWNWORD  
END
```

**<- REQUIRED TEXT**

### **DOWNLOAD A WORD PROCESSING FILE**

1. Execute your report with the required syntax. You will not see the report output data, only the report syntax.
2. Once you have returned to your Library screen press **F6**, select **#8** (Download Data). A new screen will appear called **ISPF Command Shell**. (Figure 1.4)
3. Click on **Tools**. (Figure 1.4)
4. Click on **Transfer File**. (Figure 1.4)

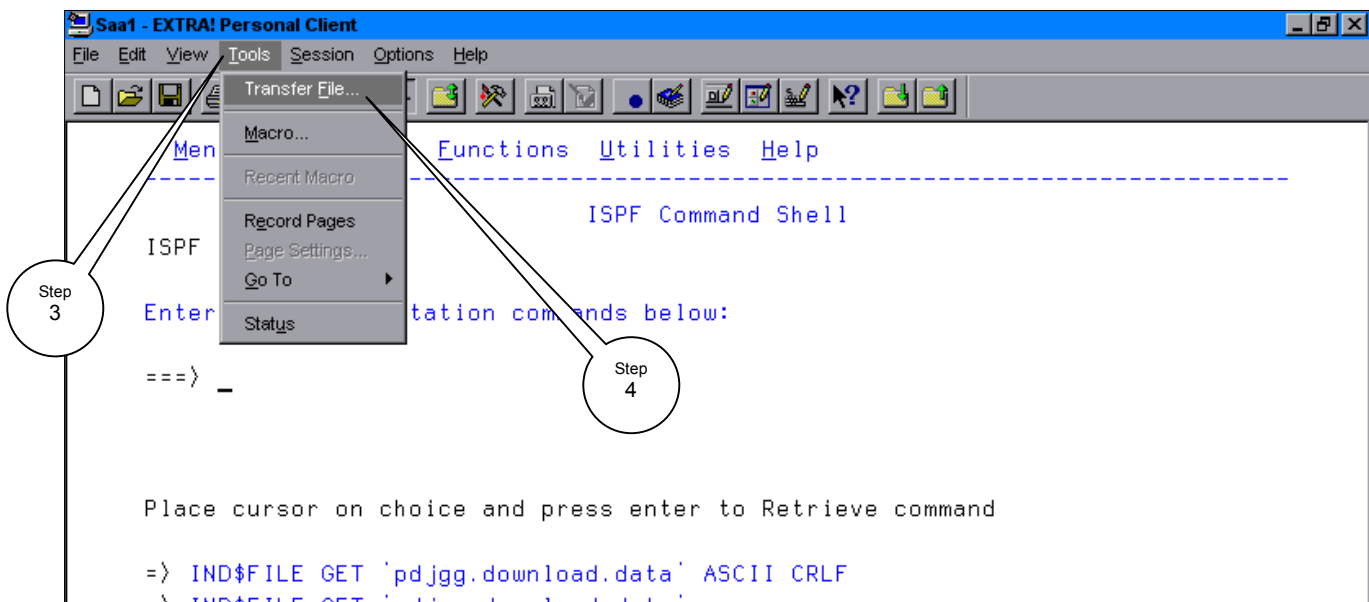


Figure 1.4

5. Click on the **Transfer list name** pull-down menu. (Figure 1.5)
6. Click on **Download Text File**. In the middle of the Transfer File dialog box, a new line of text appears which includes the **Local Filename/Path, Direction, Host Filename, and Scheme**. (Figure 1.5)

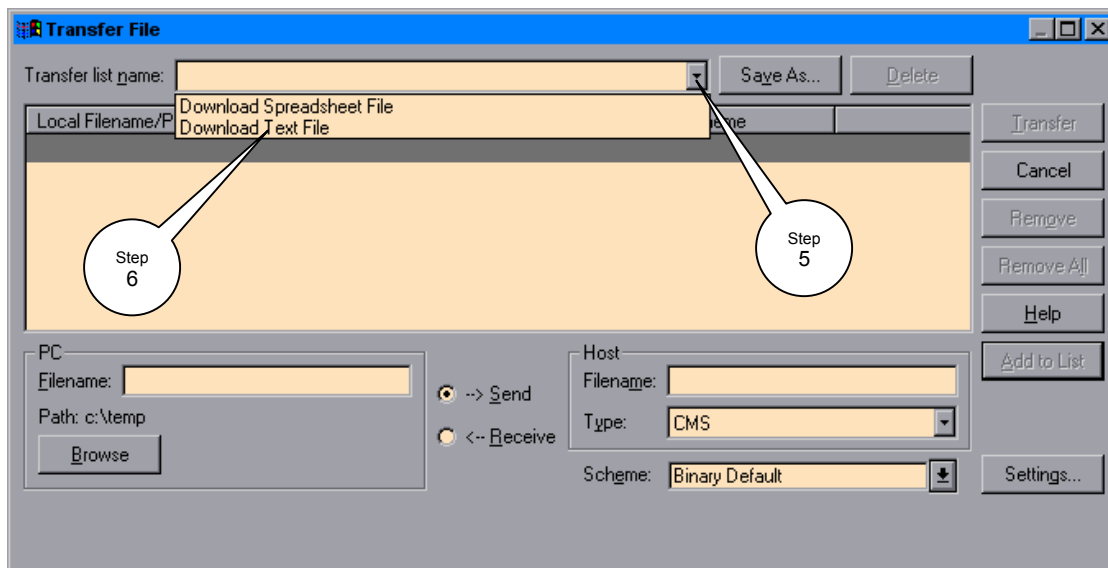


Figure 1.5

7. Click anywhere on the filename. (Figure 1.6)
8. In the Filename field (lower left-hand corner) change **download.txt** to something related to your report. (e.g., **budget2000.txt** or **rosters.txt**). (Figure 1.6)
9. Click on the **Transfer** button (upper right-hand corner). (Figure 1.6)

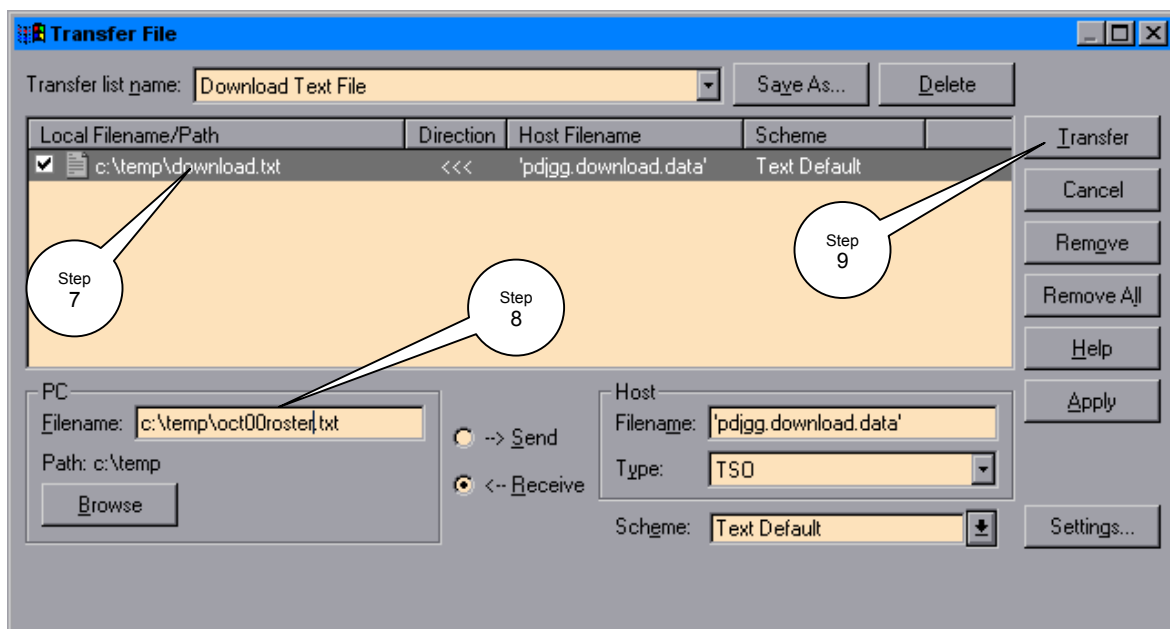


Figure 1.6

10. When asked '**Save changes to transfer list before continuing?**', click **No**.
11. The **Transfer File Progress** box will appear and your file will begin to transfer. Do not click on anything until the file transfer stops and **Transferred successfully** appears at the top of the dialog box. Once completed, click **Close**. (Figure 1.7)

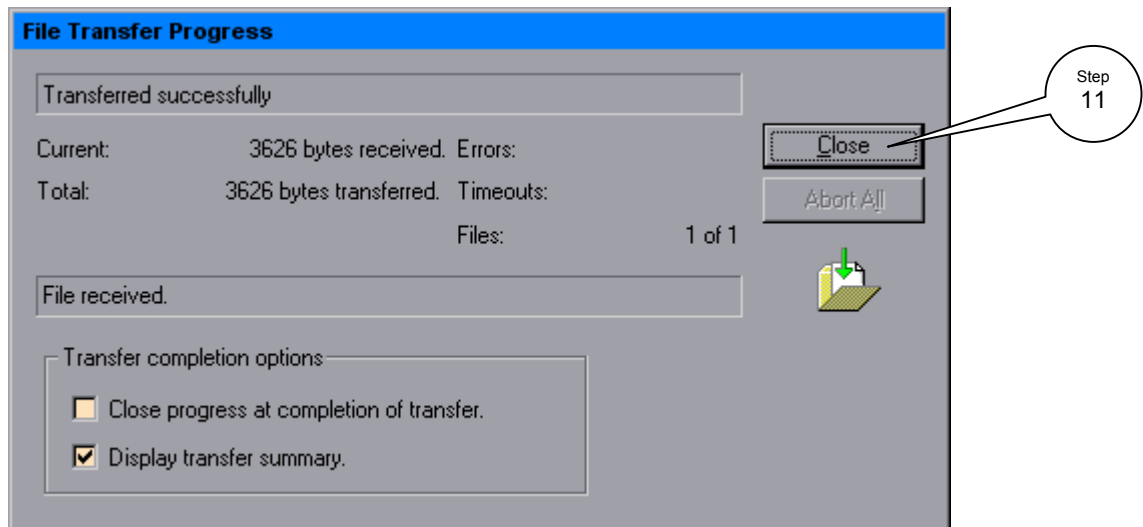


Figure 1.7

12. The **Transfer Summary** box will appear and you will get a message **Transferred successfully**, click **OK**. (Figure 1.8)

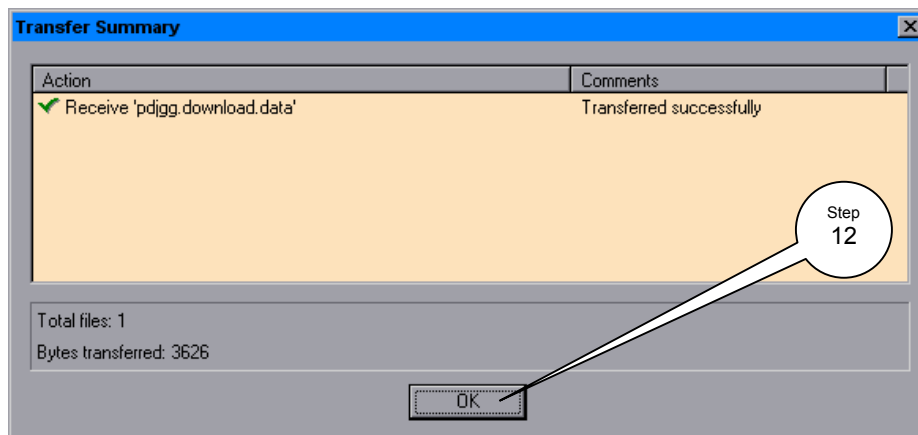


Figure 1.8

13. Press **F3** on your keyboard and you will be returned to your library.
14. Your file is now saved on your PC as a text file (\*.txt). At this point you can open your file in your word processing software (e.g., Microsoft Word, WordPerfect, etc.)

## ***RULES***

- To prepare your report to be downloaded, the required syntax should be placed as shown in this example:**

***DOWNLOAD A SPREADSHEET FILE***

6. Click on **Download Spreadsheet File**. In the middle of the Transfer File dialog box, a new line of text appears which includes the **Local Filename/Path, Direction, Host Filename**, and **Scheme**.
8. In the Filename field (lower left-hand corner) change **download.wks** to something related to your report. (e.g., **budget2000.wks** or **rosters.wks**)
14. Your file is now saved on your PC as a Lotus delimited text file (\*.wks). At this point you can open your file in your spreadsheet software (e.g., Microsoft Excel, Lotus,...etc.).